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| **CHANGE CONTROL NOTICE (CCN)** |
| **Contract Title:** | Contract for the Provision of First Aid Training Provider (The Contract) |
| **Contract Reference:** | CCZP22A05 | **Contract Change Number:** | 2 |
| **Date CCN issued:** | 4th December 2024 | **Date Change Effective from:** | 8th January 2025 |
| **Between**: The **Crown Commercial Service** (The Buyer) and **Open Elms Ltd** (The Supplier)1. The Contract is varied as follows:
	1. The original procurement was to award to Open Elms Ltd who could provide Crown Commercial Service with their own cloud based secure online portal/platform/Learning Management System (LMS) for employees to access with minimal personal data requirements.
	2. The existing contract between Crown Commercial Services and Open Elms Ltd for the provision of a First Aid Training Provider is due to expire 8th January 2025.
	3. There were two (2) options to extend in the original contract each for twelve (12) months.
	4. The customer wishes to utilise the final option to extend the contract for twelve (12) months. The new expiry date will be 8th January 2026.
2. The contract value remains the same at **REDACTED TEXT under FOIA Section 43 Commercial Interest** excluding VAT including all extension options and the uplift

**REDACTED TEXT under FOIA Section 43 Commercial Interest** including VAT as per PPN 10/211. Words and expressions in this Change Control Notice shall have the meanings given to them in the Contract.
2. The Contract, including any previous Contract changes, authorised in writing by both Parties, shall remain effective and unaltered except as amended by this Change Control Notice.
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|  Change authorised to proceed by: (Buyer’s representative): **REDACTED TEXT under FOIA Section 40, Personal Information****REDACTED TEXT under FOIA Section 40, Personal Information**10.12.24  Signature Print Name and Job Title Date |
| **REDACTED TEXT under FOIA Section 40, Personal Information**13/12/2024**REDACTED TEXT under FOIA Section 40, Personal Information**Authorised for and on behalf of the Supplier: Signature Print Name and Job Title Date |
|  **REDACTED TEXT under FOIA Section 40, Personal Information****REDACTED TEXT under FOIA Section 40, Personal Information** 19/12/2024Authorised for and on behalf of the Buyer: Signature Print Name and Job Title Date |
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